



1. JOB TITLE: Volunteer Advocates (10)

TLS intends to recruit volunteer advocates to be based in its Zones namely Western Zone (Tabora, Shinyanga), Southern Zone (Mbeya), Central Zone (Morogoro/Iringa), Northern Zone (Tanga) Lake Zone (Kagera) Bagamoyo (Ubungo, Kinondoni, Pwani) and Mzizima (Ilala, Temeke, Kigamboni) and TLS Head Office.

Scope of the Work

The Volunteer Advocates will work closely with the Chapter Leaders and the Program Officer – TLS Chapter Coordination to assist in the implementation of various activities within TLS head office and Chapter offices

Qualification for Applicants

- i. Applicant should be a holder of LL.B degree and an Advocate of the High Court of Tanzania and subordinate courts;
 - ii. Excellent research writing and analyzing skills;
 - iii. Strong interpersonal oral and written skills;
 - iv. Mastery of computer/internet-based research;
 - v. Ability to organize or contribute to meetings /seminars/events;
 - vi. Fluency in English and Swahili;
 - vii. Organizational Skills and Ability to pay attention to the details
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2. JOB TITLE: HR Volunteer (1)

TLS intends to recruit HR volunteer to be based in its Head Quarter Office Dar es Salaam.

Scope of Work

HR Volunteer will work closely with the HR Manager to assist in the implementation of HR and Administration issues within TLS head office and Chapter offices

Qualification for Applicant

- i. Graduate bachelor degree in Human Resource Management
- ii. Proficient in Microsoft office
- iii. Able to demonstrate professional work ethics
- iv. Able to maintain flexible work schedule
- v. Outstanding verbal and written communication skills
- vi. Good interpersonal and organizational skills

3. JOB TITLE: Media Volunteer (1)

TLS intends to recruit Media volunteer to be based in its Head Quarter Office Dar es Salaam

Scope of Work

Media Volunteer will work closely with Program Officer Public Relation and Publication to assist in the implementation of the Media Issues within TLS head office and chapter offices. Media Volunteer will be responsible for reporting on current events and breaking news.

The media volunteer will perform the following duties:

- i. To broadcast the Wakili TV programs.
- ii. To designing different branding materials
- iii. To plan, structure, write and produce online content
- iv. To generate ideas and material that will improve Wakili TV programs.
- v. To monitor, collect and responding to audience concerns
- vi. To create promotional material and advertisement

- vii. To perform any other assignment as directed by supervisor.
- viii. To conduct live streaming events

Qualification for Applicant

- i. Bachelor degree or Diploma in Journalism or Mass Communication.
- ii. Proficient in Microsoft office
- iii. Able to demonstrate professional work ethics
- iv. Outstanding verbal and written communication skills both Swahili and English

4. JOB TITLE: Accountant Volunteer (1)

TLS intends to recruit Accountant volunteer to be based in its Head Quarter Office Dar es Salaam.

Scope of Work

Accountant Volunteer will work closely with the Chief Accountant to assist in the implementation of Financial Issues within TLS head office and Chapter offices.

Qualification for Applicant

- i. Bachelor's Degree in Accounting or related field.
- ii. Higher Education and Experience is preferred.
- iii. Special licenses or certification may be required.
- iv. Strong analytical, communication, and computer skills.
- v. Understanding of accounting and financial principles and processes.
- vi. Able to demonstrate professional work ethics

5. JOB TITLE: Research and Publications Volunteer (1)

TLS intends to recruit Research and Publication Volunteer to be based in its Head Quarter Office Dar es Salaam.

Scope of Work

Research and Publications Volunteer will work closely with the Program Officer – Research and Publications to assist in the implementation of Research and Publications Issues within TLS head office and Chapter offices.

Qualification of the Applicant

- i. Graduate bachelor Degree in Statistics, Social Science or related field
- ii. Proficient in Microsoft office Applications
- iii. Able to demonstrate professional work ethics
- iv. Able to maintain flexible work schedule
- v. Outstanding verbal and written communication skills both Swahili and English
- vi. Good interpersonal and organizational Skills

How To Apply

All applications should be addressed to Executive Director and sent by email by attaching the following:- a motivation letter, CV, academic and profession certificates

via: info@tls.or.tz copying recruitment@tls.or.tz or alternatively delivering the applications by hand at the given address below;

Chief Executive Officer;

Tanganyika Law Society;

PO Box 2148;

Plot No. 391, Chato Street, Regent Estate

Mikocheni, Dar es Salaam.

Important Note:

All applicants should indicate place of work would wish to be based. Applicants residing within the Chapter Regions/areas will be considered with priority.

Applications should be received no later than Tuesday 30th January 2023.

Only shortlisted applicants will be called for interview after application deadline.